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Associate Director, Donor Relations

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St. Catharines, Main Campus

Full time

Posted Today

JR-1022517

Brock University is located on the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum Agreement.

We are one of Canada's outstanding comprehensive universities, where excellence and innovation thrive! Brock has been recognized as a Top Employer in Hamilton-Niagara for seven consecutive years. We have been ranked #3 as Canada's Best Employers and top 10 as one of Canada's Best Employers for Diversity. For 2025, Brock has been proudly recognized as one of Canada's Top Employers for Company Culture, ranked seventh by Forbes in partnership with Statista. At Brock, you will find a welcoming, inclusive community and an exciting range of meaningful career opportunities.

Ignite new possibilities for your career. Break through at Brock.

Post End Date:
November 19, 2025 at 11:59 PM
This job advertisement is to fill an existing vacancy in the Administrative Professional (Employee Group)

About the Role:
Reporting to the Associate Vice-President, Alumni & Development, the Associate Director, Donor Relations is responsible for providing leadership and a strategic vision for strengthening donor relationships through comprehensive engagement, stewardship, and recognition programs. The position develops and oversees strategic components of donor services throughout the lifecycle of a gift and determine the best strategies to provide an exceptional experience for prospects and donors. In addition, the Associate Director, Donor Relations

is responsible for establishing and promoting a donor centric culture throughout the organization while leading, coaching and supporting their team of Specialists.

The position provides collaborative leadership to all Development and Alumni staff members who have shared responsibility for achieving larger donor relations and stewardship goals. The Associate Director, Donor Relations aids in the development, implementation, and management of a University-wide endowment stewardship program designed to foster and nurture long-term, meaningful relationships between the University and its donors.

The Associate Director, Donor Relations will:

- Design and oversee the implementation of an integrated donor stewardship program, developing a strategic roadmap that emphasizes meaningful interactions with prospects and donors before, during and after completion of the gift;
- Formulate and execute strategies and tactics that foster long-term relationships with donors and create integral high-touch engagement opportunities;
- Provide strategic oversight, counsel, and support for donor programs and stewarding efforts for top prospects and donors;
- Provide guidance and oversight in the expansion of the multi-year strategic and comprehensive donor programs plan;
- Develop and assess policies and procedures across the division and university that are essential for a comprehensive donor relations program;
- Create a quantitative and qualitative measurement system to evaluate the effectiveness and success of all stewardship, donor relations, and recognition programs;
- Drive a donor centric culture that promotes “exceptional” stewardship and creates integral touch points and lead the expansion of the established program;
- Work in collaboration with other teams on donor strategies to maximize donor engagement and execute creative and strategic programming;
- Drive ongoing efforts to leverage events organized within the university as opportunities for donor engagement and recognition;
- Provide strategic management and oversight of the administrative and daily operations of the endowment stewardship program.

Please note this position will be required to attend events and meetings outside of regular business hours including evenings and weekends to support operational needs.

Key Skills and Experience:

- Undergraduate degree in a relevant discipline or the equivalent combination of education and experience;
- Experience in a development/fundraising environment engaging with key volunteers and donors, and experience leading and managing a team;
- Solid and thorough understanding of philanthropic roles, and donor-based environment in Ontario and Canada;
- Ability to work in a fast-paced environment and execute events directly related to Advancement priorities;
- Computer proficiency in word processing, spreadsheet, database, and web applications;

- Promotes and embodies inclusivity and respect within the workplace and community;
- Excellent communication, interpersonal and relationship building skills;
- Demonstrated leadership, including the ability to motivate, coach, mentor and encourage individuals and create a positive work environment;
- Strong planning, organization, and project management skills with the ability to prioritize competing projects and meet deadlines;
- Ability to think strategically and align activities to realize the philanthropic goals of the University;
- Skilled at managing challenges with sound judgement and transparency;
- Expertise in identifying opportunities, anticipating challenges, and developing proactive strategies that support growth, creativity, partnership, and revenue generation.

Preferred or Asset Skills:

- Demonstrated knowledge of Raiser's Edge database.

Salary and Total Rewards:

- Job Grade O, Salary Scale ($89,090-$144,470);
- Target Hiring Range: $89,090-$100,000;
- This is a permanent position that includes:
- **Health & Dental Benefits:** Comprehensive extended health, dental, and vision coverage.
- **Pension Plan:** Enrollment eligibility in the Brock University Pension Plan.
- **Vacation:** Up to 3 weeks per year, in addition to university holidays.
- **Professional Development:** Eligibility for the Brock Tuition Waiver Program.

**The final salary is based on experience, internal equity, and budget considerations within the target hiring range.*

We are committed to offering flexible work arrangements where possible as outlined in our Flexible Work Arrangement Policy. As a student-centered organization, all employees are required to work on campus as needed.

Brock University is committed to creating a respectful and equitable workplace. We strive to foster a culture of diversity and inclusion in our work and learning environments. We welcome applications from all qualified individuals and actively encourage applications from women, people with disabilities, members of the 2SLGBTQIA+ community, Indigenous Peoples, people who identify as Black, African and/or Caribbean, as racialized and/or as from ethnic and cultural minority groups, and other underrepresented demographic groups at Brock and in the Niagara region. Brock also recognizes intersectionality and the interconnected identities, histories, and experiences of these aforementioned groups.

We are committed to inclusive and barrier-free recruitment, and we accommodate the needs of applicants throughout all stages of the recruitment process, as outlined in our Employment Accommodation Policy and consistent with the requirements of the Ontario Human Rights Code. Please contact talent@brocku.ca if you require a disability related accommodation so we can ensure your participation needs are met.

Brock University does not use AI Technology at any stage of the recruitment process.

We appreciate all applications received. Candidates that are selected for an interview will be contacted.

Learn more about Brock University by visiting www.brocku.ca.

About Us

Brock University is a comprehensive institution with rich academic programs and world-class research activity. Located in Ontario's scenic Niagara region on the traditional territory of the Haudenosaunee and Anishinaabe peoples, Brock is situated in a UNESCO Biosphere Reserve. With nearly 600 full-time faculty members and researchers, Brock's robust academic scope offers more than 70 undergraduate programs and 50 graduate programs in seven dynamic Faculties. The University's 19,000 students come from across Canada and around

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